

1. Agenda

Documents:

[PNC_AGENDA_3-17-16.PDF.PDF](#)

2. Meeting Materials

Documents:

[TRAILS REPORT - 3-17-16.PDF](#)

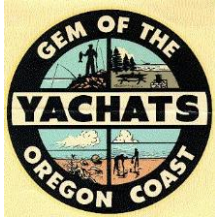
[COMMONS USER SUPPORT REPORT - 3-17-16.PDF](#)

[COMMUNITY SERVICE REGISTRATION - 3-17-16.PDF](#)

[FINANCIAL REPORT - 3-17-16.PDF](#)

[PARKS AND COMMONS MINUTES - 3-17-16.PDF](#)

[PROPOSED RESOLUTION - 3-17-16.PDF](#)



CITY OF YACHATS
PARKS AND COMMONS COMMISSION
Civic Meeting Room – Yachats Commons
March 17, 2016
REGULAR MEETING – 3:00 P.M.

- I. Minutes – February 18, 2016
- II. Reports
 - A. Commons User Support Manager
 - B. Year to Date: Revenue and Expenditures
 - C. Yachats Trails Committee
 - D. Public Works Report
- III. Business
 - A. Donor Policy
 - B. Bollards - Trash Containers
 - C. New Commission Members
 - D. CIP 2016
- IV. Other Business
 - A. From the Commission
 - B. From the Staff
 - C. From the Floor

Next Meeting – April 21, 2016

This meeting is open to the public and all interested citizens are invited to attend. This meeting will be audio taped. All items to be considered by the Commission must be given to the City Office one-week prior to the meeting. Minutes of all public meetings are available for review in the City Office. The facility is handicapped accessible; those needing assistance please contact the City Recorder at 547-3565, or Oregon Relay 1-800-735-2900 (T.D.D.) two days in advance.

The City of Yachats does not discriminate on the basis of race, color, religion, creed, gender, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Posted March 10, 2016 by Linda Wangsness, Deputy City Recorder





Yachats Trails Committee

Yachats Parks & Commons Commission

City of Yachats

441 Highway 101, Yachats, OR 97498

541.547.3565

Chair

Lauralee

Svendsgaard

Communications

Jan Brown

Development

Joanne Kittel

Invasive Plants

Wally Orchard

Trails Crew

Loren Dickinson

Monthly Trails Committee Report

February 2016

Submitted 3.17.16

- **Trails Crew** – Despite all the rain, we were able to hold our first Saturday work event that focused on the upper Prospect Trail. Sadly, the lower Prospect garden continues to be overrun with invasives from the west, all coming from neglect in the neighboring property.
- **YIPS!** (Yachats Invasive Plants Subcommittee) The three sites currently “resting” for two growing periods following the removal of invasives, are recovering well. This month’s YIPS! work event continued our efforts to remove ivy from the Nature Area. We’re hopeful that in the next month or so, we’ll be able to begin work on the ¼-mile loop within the perimeter of the Commons Park, as called for in the concept plan.
- **Gerdemann Botanical Preserve** – Rain has hampered progress within the Preserve. However spring blooms have begun, and it looks as though all the care and moisture over the last several months are paying off and leading to what will clearly be a spectacular blooming season at the garden.

With this Report comes a proposed Motion that, if approved by the Commission and the City Council, will enable the Trails Committee to care for Jim’s Loop in the same manner it cares for the Public Trail. The Committee’s care of both trails within the Preserve are/will be contingent upon the trails being open to the public every day from sunrise to sunset.

- **804 Trail (south)** – On February 8th, State Parks’ Coastal Region Manager, Dennis Comfort; County Counsel, Wayne Belmont; County Public Works Director, Roy Kinion; Mayor Ron Brean and I met to renew the effort to improve both vehicle and non-motorized access along the south end of Ocean View Drive. All three entities appear eager to move forward and complete this project that’s been languishing for over 11-years. Stay tuned for updates.

Amanda Trail

Joanne had two site meetings with State Parks: one with JR Collier, Central Coast Manager and one with J.R. and Dennis Comfort, Coast Region Manager. They will try to salvage portions of the bridge to use at another Park, though it may be August before the bridge can be removed. A spur road will be re-opened as a joint project between Oregon Department of Transportation and Oregon State Parks.

Temporary options to re-open Amanda were discussed by State Parks, and they will do their best to have a temporary fix in place by National Trails Day (NTD), June 4th. NTD will be a work session sponsored by the Yachats Trails Committee, State Parks and U.S. Forest Service. The Confederated Tribes of the Coos, Lower Umpqua & Siuslaw Indians will be involved as well. Updates will be provided.

Joanne is working with the Cape Perpetual Foundation, Discover Your Northwest and U.S. Forest Service to establish a restricted trails maintenance fund for the Cape Trails.

March 2016
User Support Report
Leon Sterner

The wireless microphones have landed! I made a trip to Eugene's Pro Sound and Audio and retrieved our new set of 6 wireless microphones. Their tech department spent a couple hours 'training' me on how to 'synch' them up with one another and interfacing with our existing audio system. Looks like we will be using them for the upcoming One of Us productions for their maiden voyage. I'm also working with an audio design person in Portland area to come up with a plan to improve the 'acoustic' quality of the MP and Room 8 at the Commons.

I have also recently purchased a number of "adapters" used to connect the variety of media instruments (cd players, laptop computers, cd and dvd players etc.) that people show up with and want to use for their presentations. The reality is that all these devices - and their manufacturers (Apple, Microsoft etc.) mean that there are a whole lot of adaptation scenarios for making them work.

The LED project is aiming at getting more accurate bids for costs of fixtures and installation which will result in our readiness to submit grant proposals for funding. Some of the proceeds from the upcoming Taiko Drumming event are slated for this Commons lighting project. Mychal Smith from HR Stearns Inc of Portland made a second visit to our facility and is providing us with specific lighting design features that local electricians can incorporate into their proposals for installation costs. The final design and listing of specific fixtures will be shared with Parks and Commons for approval.

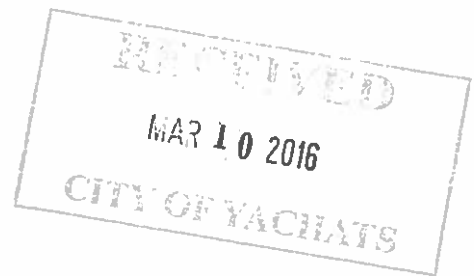
Skatepark equipment is moving forward, but not without a hitch! During a recent workparty to assemble the quarterpipe feature, we discovered a manufacturing mistake in the two lower sections. This is slowing down the completion of the final installation - but I am consulting with the supplier who is regrets their mistake - and is working with us to correct the situation as quickly as possible. They will of course absorb any of the additional expenses.

The electric lines have been marked for the lighting project involving the Reader Board and north steps leading to the parking lot. Looks like the installation will be happening soon.

It is noted that during moderate and heavy rain incidents, there is a waterfall that cascades down directly in front of the North doorway of the Commons. This makes it difficult to enter and leave through those doors when it is raining. And you may have noticed, we have been getting some rain lately! I brought this issue up several months ago - after the roofing work was done on that part of the building. I believe the roofers returned to investigate. However, the problem still exists.

The Beachside Writers Workshop was held last month and they used Room 8 for several sessions. The presenters used the overhead projector and screen to portray their media and they were very happy about how comfortable and well designed the room and equipment are for such presentations. The new blinds also allowed for low light conditions during times when projector was used. This was the first extensive use of this room with the recent upgrades. Very good reviews were expressed!

We are having a major issue with drains in the kitchen sinks. I am working with Plumbers and city to have new drain lines to replace the hodgepodge of plumbing under the building. As it presently exists, there is no way to access the entire line to deal with blockages. Hopefully, this situation will be corrected this week. Lincoln plumbing is doing the work.



COMMUNITY SERVICE REGISTRATION

Date 3-8-16

Name SCOTT GORDON

Home Address 640 HWY 101 N, YACHATS, OR 97498

Mailing Address P.O. BOX YACHATS, OR 97498

Home Phone Work Phone

Email address: YATELMOTEL@YAHOO.COM

I am interested in volunteering my time and talents to the City of Yachats. I am most interested in serving in the following capacity:

☒ Parks & Commons Commission

☐ Library Commission

☐ Public Works & Streets Commission

☐ Planning Commission

☐ Budget Committee

☐ Other Ad Hoc Committee: _____

Please tell us about yourself:

How long have you lived in Yachats full-time: 6 MONTHS

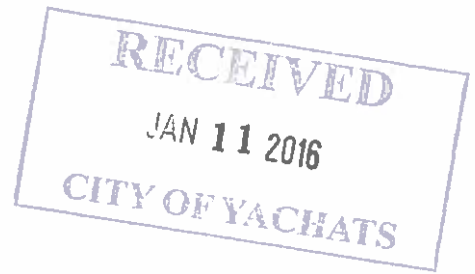
Background: FROM D.C. LAST 20 YEARS IN LAS VEGAS + THE HOTEL BUSINESS

Skills: COMPUTERS, PUBLIC SPEAKING

Why you want to serve on a particular Commission or Committee: MY FAMILY + BUSINESS ARE BOTH HEAVILY DEPENDENT ON PARKS, TRAILS + THE COMMONS. I WOULD LIKE TO HELP MANAGING + PROTECTING BOTH.

As pertinent training opportunities occur, are you willing to attend recommended sessions? (Generally the City would cover the costs.) Yes ☒ No ☐

¹ Note: For Planning Commission you must have been a resident for six months. All applicants must live inside the city limits. (Exception: there may be one member on the Parks and Commons Commission and one member on the Library Commission that live in the greater Yachats area.)



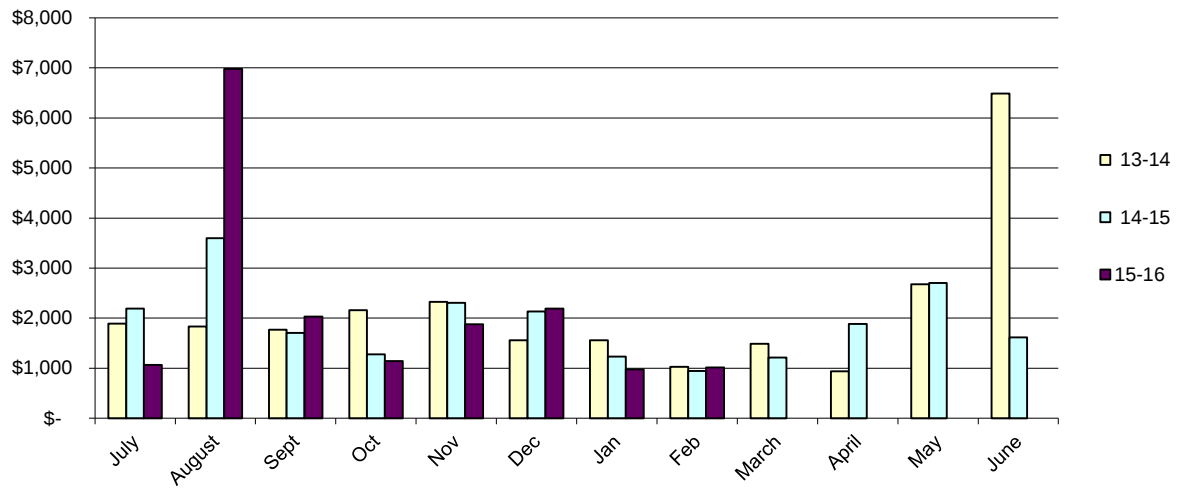
Fund 24 - Parks and Commons Fund

February

67% of budget

LINE	REVENUES	Prior Years			Current Year		
		11-12	12-13	13-14	14-15	15-16	Budget % of Budget
4095	Cash Carry Forward	23,501	4,875	22,634	5,418	5,822	5,855
4335	Rents, Fees	25,093	23,781	25,722	22,815	17,335	22,000 79%
4336	Rent - City Hall	17,800	17,800	17,800	17,800	17,800	17,800 100%
4337	Piano Rental						
4390	Miscellaneous Charges						
4480	Gifts and Donations		489		321	-	
4490	Other Local Sources						
4590	Other Federal Sources						
4690	Other State Sources						
4720	Anticipated Grants						
4790	Other Local Governments						
4861	OP Transfer from General	75,435	74,756	50,517	67,018	113,551	113,518 100%
4866	OP Transfer from Visitor Amenities	26,271	24,918	9,656	22,339	39,791	39,791 100%
4990	Total Revenue	168,100	146,619	126,329	135,711	194,299	198,964 98%
Expenditures							
Personal Services							
5110	Personnel Allocation (Public Works)			5,019	6,457	1,144	5,000 23%
5114	City Office Help	2,316	1,740	4,688	5,845	3,041	4,480 68%
5120	Payroll Taxes	354	149	363	464	248	2,607 9%
5130	Payroll Benefits	896	722	1,100	1,233	1,363	2,014 68%
5198	Total Personal Services	3,566	2,610	11,171	13,999	5,796	14,101 41%
Materials and Services							
5204	Commons Landscaping	1,200	1,980	2,315	2,043	800	2,400 33%
5219	Piano Expenses		108	109	365	40	200
5222	Insurance	2,193	3,309	3,596	3,605	4,438	4,021 110%
5240	Office Materials, Supplies	357	89	141	450	335	400 84%
5251	Office Telephone	1,670	2,101	2,742	2,110	1,827	2,040 90%
5252	Office Utilities	4,964	5,688	5,927	5,091	3,985	4,802 83%
5260	Professional Services	36,000	36,000	36,000	36,000	27,000	36,000 75%
5330	Maintenance - Land & Structures	12,175	10,653	16,581	18,384	9,661	17,000 57%
5335	Custodial Support and Services	6,307	7,160	6,375	7,491	4,162	7,000 59%
5498	Total Materials and Services	64,866	67,089	73,786	75,538	52,247	73,863 71%
7126	Transfer to Reserve Fund	49,167	23,817	35,000	39,739	111,000	111,000 100%
7209	Building Systems (heating)	45,000					
7213	Operating Equipment		859	1,319	219		-
7215	Building Improvements		28,000	-			-
7221	Park Improvements		1,610	-			-
7298	Total Capital Outlay	94,167	54,287	36,319	39,958	111,000	111,000 100%
8000	Total Expenditures	162,599	123,985	121,276	129,496	169,042	198,964 85%

Commons Rents



CITY OF YACHATS
PARKS AND COMMONS COMMISSION
Civic Meeting Room – Yachats Commons
March 17, 2016

The regular meeting of the Parks and Commons Commission was called to order by Chair Don Niskanen at 3:00 p.m. in the Civic Meeting Room of the Yachats Commons. Members present: Niskanen, Ruth Bass, Dean Shrock and Lauralee Svendsgaard. Absent: Derek Ojeda.

I. Minutes – February 18, 2016

Motion to adopt the Minutes of February 18, 2016, Aye – 4, absent – 1 (Ojeda)

II. Reports

A. Friends of the Yachats Commons

Commons User Support Manager – Attached in writing.

Sterner commented on the new fire proof exterior doors being installed along with the new lights on the reader board. Also commenting on the LED lighting projects timeline, expecting to receive a status report today. Discussion ensued about the progress of the Skate Park. The elements manufacturer is sending a representative down to correct the errors in the order they filled. Sterner responded to

Svendsgaard question about the north stair lighting also being installed today. Discussion ensued about the placing of the new mosaic planters along HWY 101. It was decided Sterner will work with ODOT on placement. The responsibility of having insurance for planned events in the Commons was discussed.

B. Year to Date: Revenue and Expenditures – Attached in writing.

C. Yachats Trails Committee – Attached, in writing.

Svendsgaard submitted a Proposed Resolution to be submitted to City Council. Niskanen moved to accept the resolution and forward it to City Council to adopt. Aye – 4, Absent -1.

Svendsgaard commented on the docent program at the Gerdemann Botanical Preserve going very well. Also discussed was the proposed resolution of the Trails Committee taking over the maintenance of “Jim’s Loop” which would enable the owner of the Gerdemann garden to open the loop during the day for the public. Niskanen questioned if there was going to be any financial responsibility to the City. Svendsgaard stated there would be no expense in the maintenance of the loop. The resolution will be forwarded to the City Council for adoption.

D. Public Works Report- None.

1 **III Business**

2
3 **New Item:** Niskanen stated that the Commission needed to re-elect a chair. Shrock nominated
4 Niskanen for the position. Aye - 4. Absent -1.

5
6 **A. Donor Policy** - Svendsgaard and the Mayor are working on the policy.

7 **B. Bollards** - Niskanen proposed the bollards behind the Commons be replaced with new
8 ones that when put down flat would be subgrade to as not to damage tires. The
9 commission agreed.

10 **C. New Commission Members** – Moore and Gordon were interviewed by the
11 Commission. The commission agreed to recommend both to City Council for approval.
12 Aye - 4. Absent – 1.

13 **D. CIP 2016** – Discussion ensued regarding the 2016 CIP projects. The roofing project and
14 the entry on 5th street should be in the CIP next fiscal year. Svendsgaard suggested
15 adding funds for adult exercise equipment to be installed along the trails behind the
16 Commons.

17
18 **V. Other Business**

19 **A. From the Commission** – None.

20
21 **B. From the Staff** – None.

22
23 **C From the Floor** – None.

24
25 The meeting was adjourned at 3:45 p.m.

26
27
28 _____
29 Don Niskanen, Chair

30
31
32 Attest:

33
34
35 _____
36 Linda Wangsness, Deputy City Recorder

**CITY OF YACHATS
PARKS & COMMONS COMMISSION
PROPOSED RESOLUTION
To be approved by the Commission &
Forwarded to the City Council for Adoption
3.17.16**

Whereas, the Gerdemann Botanical Preserve (GBP) is a precious and unique feature of the Yachats Community, and

Whereas, GBP is under private ownership, nestled on 3.5-acres with a Conservation Easement protecting the Preserves biological resources, and

Whereas, there is currently only one trail that runs along the south edge of the garden that allows daily public access from sunrise to sunset, and

Whereas, though just outside the City's boundary, the City has invested in the public access trail within GBP and authorized it as part of the City's trail system, and

Whereas, there is strong interest in the Preserve by both neighbors and visitors alike, the City has provided some funding and the use of Trails Committee resources for the maintenance and improvement of the Public Trail; and

Whereas, in partnership with the Ford Family Foundation, and with financial participation by the City, improvements have been made to the trail section within GBP known as "Jim's Loop", making it handicap accessible, and

Whereas, Jim's Loop is currently only accessible by advance reservations, and

Whereas, Andreea Ghetie, the Preserve's owner, has offered to make Jim's Loop accessible to the public under the same conditions as the Public Trail, upon the condition that, as with the Public Trail, the Yachats Trails Committee will be allowed to assist in the maintenance and improvement of Jim's Loop, and

Whereas, Jim's Loop contains an abundance of rare Rhododendrons and other plants from around the world, not seen in any other part of the garden; and

Whereas, the Preserve established a successful docent program approximately six months ago that tends to many of the more technical tasks associated with the garden's maintenance; and

Whereas, providing access to Jim's Loop will significantly add to the Preserve's appeal and attendance;

Now therefore, the City of Yachats resolves to allow the Yachats Trails Committee to use its resources for the maintenance and improvement of Jim's Loop within the Gerdemann Botanical Preserve, in the same manner as the Committee maintains and improves the Preserve's Public Trail. However, this Resolution is conditional upon Jim's Loop being open to the public daily from sunrise to sunset, unless hazards or other similar

considerations warrant temporary closure for the safety of the Preserve's visitors or environmental resources.

This Resolution is memorializing an action taken by City Council at the April 7, 2016 meeting and was effective as of that date.

Attest:

Ron Brean, Mayor

Nancy Batchelder, City Recorder